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People come First!

Exciting Opportunity at the California Department of Social Services…

CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Data Processing Manager II
Salary Range: $ 5849 - $ 7464
Full Time - Permanent

EMPLOYMENT OPPORTUNITY

Pending DPA Approval
Under the general supervision of the Chief Technology Officer of the Information Systems Division (ISD), the Data Processing Manager II serves as the CDSS Information Security Officer (ISO) and Enterprise Architect (EA). The DPM II is responsible for establishing and managing the security framework and policies for the Department to ensure the continued integrity of CDSS's systems and security of all IT assets - hardware, software and data. This position also has the overall responsibility for defining the EA process and the Architecture Review process and lead the effective integration of these processes with other related business and IT processes. For matters relating to IT security, the ISO will have a direct-reporting relationship to the Chief Information Officer (CIO) as mandated by Executive Order S-03-10.

Who Should Apply: State employees with current status in the classification, persons with list eligibility in a reachable rank, with interest in a lateral transfer from an equivalent class, or reinstatement. All interested applicants must submit a resume and a standard State Application Form, STD 678, with an original signature, to the contact person identified below. Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678.

Final File Date: Until Filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Sheryl Jakaboski

(916) 445-9716

CONCEPT OF POSITION:

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A.   RESPONSIBILITIES OF POSITION:

50%   As the ISO, plans, organizes and directs the activities of the of the Security and Access Control Units responsible for developing and recommending departmental security and privacy policies to ensure a viable security and risk management program for the Department and continued integrity of CDSS' systems. Advises and assists executive management - CDSS Directorate, Deputy Directors and senior management on specific issues and policy matters within his/her jurisdiction for:

1) securing automated IT hardware, software and confidential data,

2) identifying vulnerabilities that may cause inappropriate and accidental access, destruction or disclosure of confidential information

3) establishing controls necessary to minimize their potential effects and establishing an Disaster Recovery Plan in case of accidental or willful damage from internal/external sources or natural disaster, and

4) generating and responding to Security Incident Reports.

50%   As the EA, this position is responsible for the creation of the enterprise architecture function/program including coordination with the appropriately balanced pursuit of enterprise business, data, application and technical architectures. Specific responsibilities include:

1) providing business and IT architecture leadership to both CDSS internal business customers and ISD staff by coordinating CDSS enterprise architectural planning with both business and IT planning,

2) developing and maintaining a clear enterprise IT architectural vision and migration plan for guiding ongoing migration of CDSS's "as-is" to the "target" EA,

3) defining an enterprise-wide methodology, framework, reference model, and documentation standards for CDSS's business, data, application and technical architectures, and

4) developing enterprise-wide set of policies, principles, processes and standards for CDSS's EA program.

B.   SUPERVISION RECEIVED:

The DPM II reports and receives general direction from the Chief Technology Officer, who ensures he/she is sufficiently aware of Division and Departmental goals and policies to support them through the Division and Department activities. For IT security matters, the DPM II will report to the Chief Information Officer.

C. **ADMINISTRATIVE RESPONSIBILITY:**

The DPM II is responsible for the management functions of the Enterprise Architecture and Information Security Office. The position is responsible for establishing and managing the security framework and the development and maintenance of effective information technology security/privacy policies and procedures, as well as the creation of the enterprise architecture function/program including coordination with the appropriately balanced pursuit of enterprise business, data, application and technical architectures.

D. **PERSONAL CONTACTS:**

This position interacts with staff at all levels of the Department, representatives of other departments and control agencies, e.g., Health and Human Services Agency, Office of the State Chief Information Officer, Office of Information Security and Privacy Protection, Department of Finance, Department of General Services, Office of Systems Integration and Office of Technology Services. This position works closely with and consults with the CDSS Deputy Directors and senior management on Security Incident Reports. The position also has frequent contact with Departmental Executive management to report on security activities, policies and procedures.

E. **ACTIONS AND CONSEQUENCES:**

The DPM II exercises judgment in making decisions affecting all aspects of the Department regarding IT security/privacy and EA.   Poor judgment or decisions can adversely impact the effectiveness of the security/privacy measures, EA initiatives, damage the program and policy-making processes of all three government levels and jeopardize the CDSS's ability to achieve its objective. Because Executive Order S-03-10 mandates the designation of a qualified ISO who reports to the CIO, non-compliance may result in a reduction or elimination of the Department's IT purchasing authority.

Repercussions of potential failures or breaches in security and privacy could be catastrophic to California's neediest citizens. One such incident occurred in August 2004 in the University of California, Berkeley. This "hacking" impacted a computer containing approximately 1.4 million client records and recipients for services for the In-Home Support Services Program (IHSS). In response to the data security breach, CDSS sent notices to 1.6 million California citizens at a cost in excess of one million dollars.

F. **OTHER INFORMATION:**

. Desirable qualifications:
- Excellent management skills
- Excellent interpersonal, writing, and verbal communication skills.
- Knowledge of the policies relating to information security and privacy in the State of California.
- Knowledge of California Enterprise Architecture Program and the California Enterprise Architecture Framework.
- Ability to develop cooperative working relationships with all levels of government and to make sound decisions and recommendations.